

MICROSOFT ACCESS



Creating & Printing
Reports

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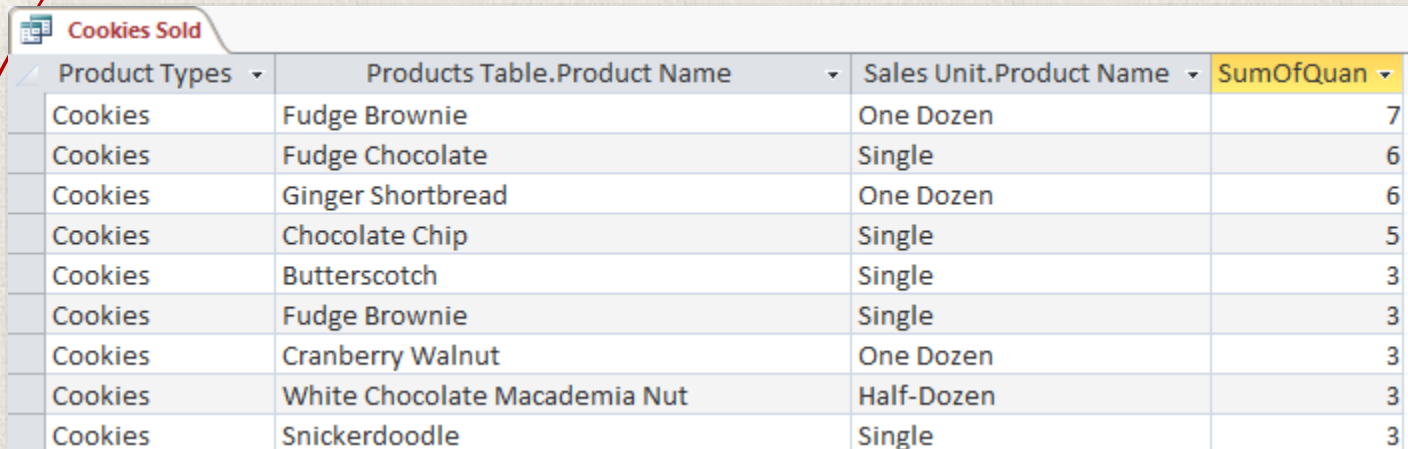
Introduction

- ▶ If you need to share information from your database with someone but don't want that person actually working with your database, consider creating a **report**.
- ▶ Reports allow you to organize and present your data in a reader-friendly, visually appealing format. Access makes it easy to create and customize a report using data from any query or table in your database.

Creating a report

Reports give you the ability to present components of your database in an easy-to-read, printable format. Access lets you create reports from both **tables** and **queries**.

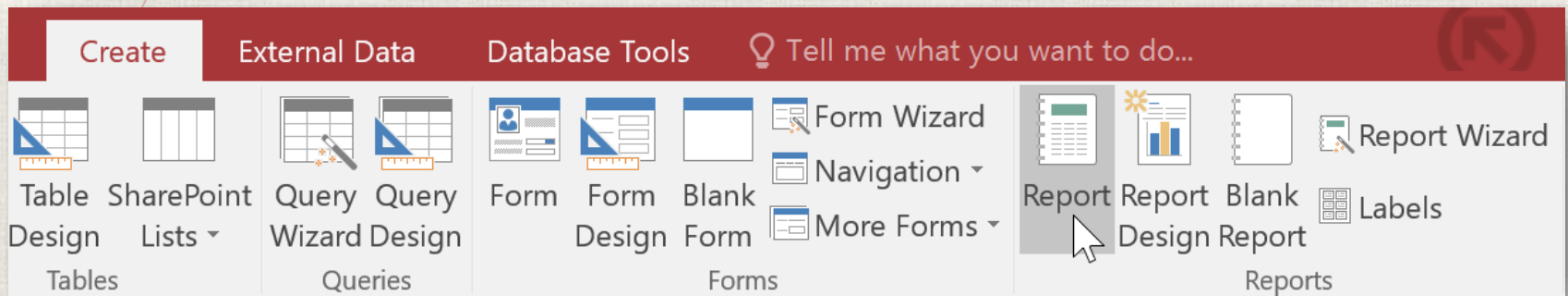
1. Open the table or query you want to use in your report. We want to print a list of cookies we've sold, so we'll open the **Cookies Sold** query.



Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQuan
Cookies	Fudge Brownie	One Dozen	7
Cookies	Fudge Chocolate	Single	6
Cookies	Ginger Shortbread	One Dozen	6
Cookies	Chocolate Chip	Single	5
Cookies	Butterscotch	Single	3
Cookies	Fudge Brownie	Single	3
Cookies	Cranberry Walnut	One Dozen	3
Cookies	White Chocolate Macademia Nut	Half-Dozen	3
Cookies	Snickerdoodle	Single	3

Creating a report

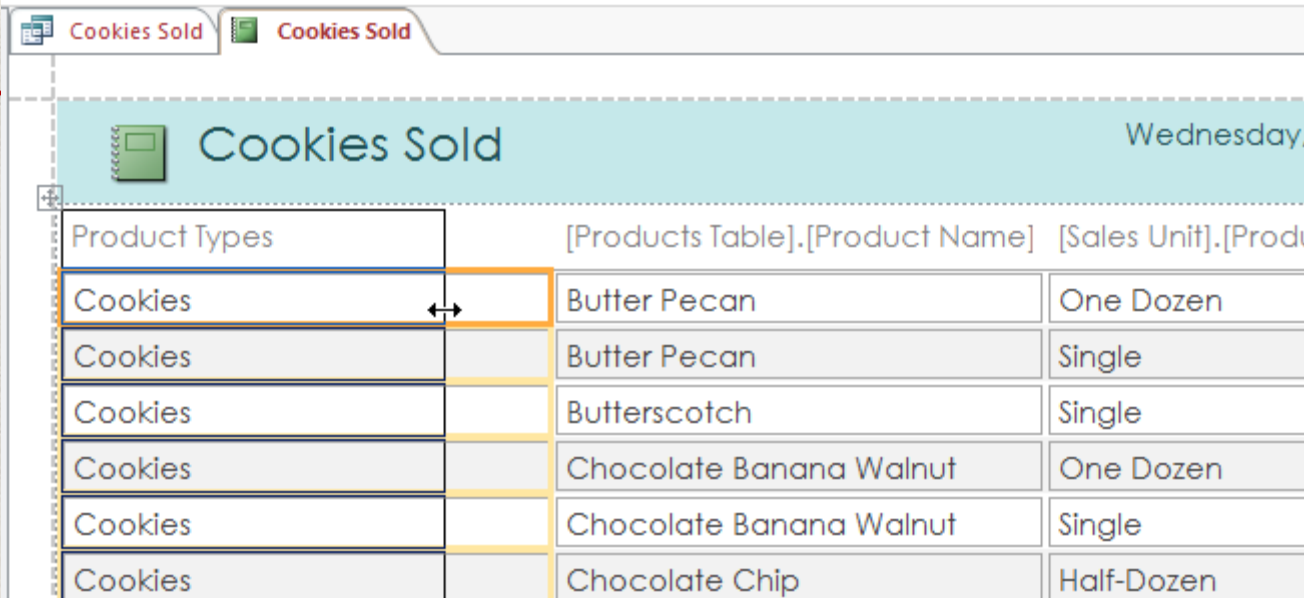
2. Select the **Create** tab on the Ribbon. Locate the **Reports** group, then click the **Report** command.



3. Access will create a new report based on your object.

Creating a report

4. It's likely that some of your data will be located on the other side of the **page break**. To fix this, **resize** your fields. Simply select a field, then **click** and **drag** its edge until the field is the desired size. **Repeat** with additional fields until all of your fields fit.

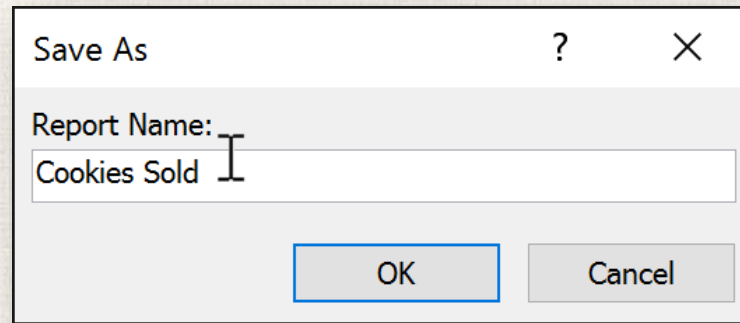


The screenshot shows a report titled "Cookies Sold" with a table of data. The table has three columns: "Product Types", "[Products Table].[Product Name]", and "[Sales Unit].[Produ...". The "Product Types" column is currently being resized, as indicated by a double-headed arrow on its right edge. The data rows are as follows:

Product Types	[Products Table].[Product Name]	[Sales Unit].[Produ...]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen

Creating a report

5. To **save** your report, click the **Save** command on the **Quick Access Toolbar**. When prompted, type a **name** for your report, then click **OK**.



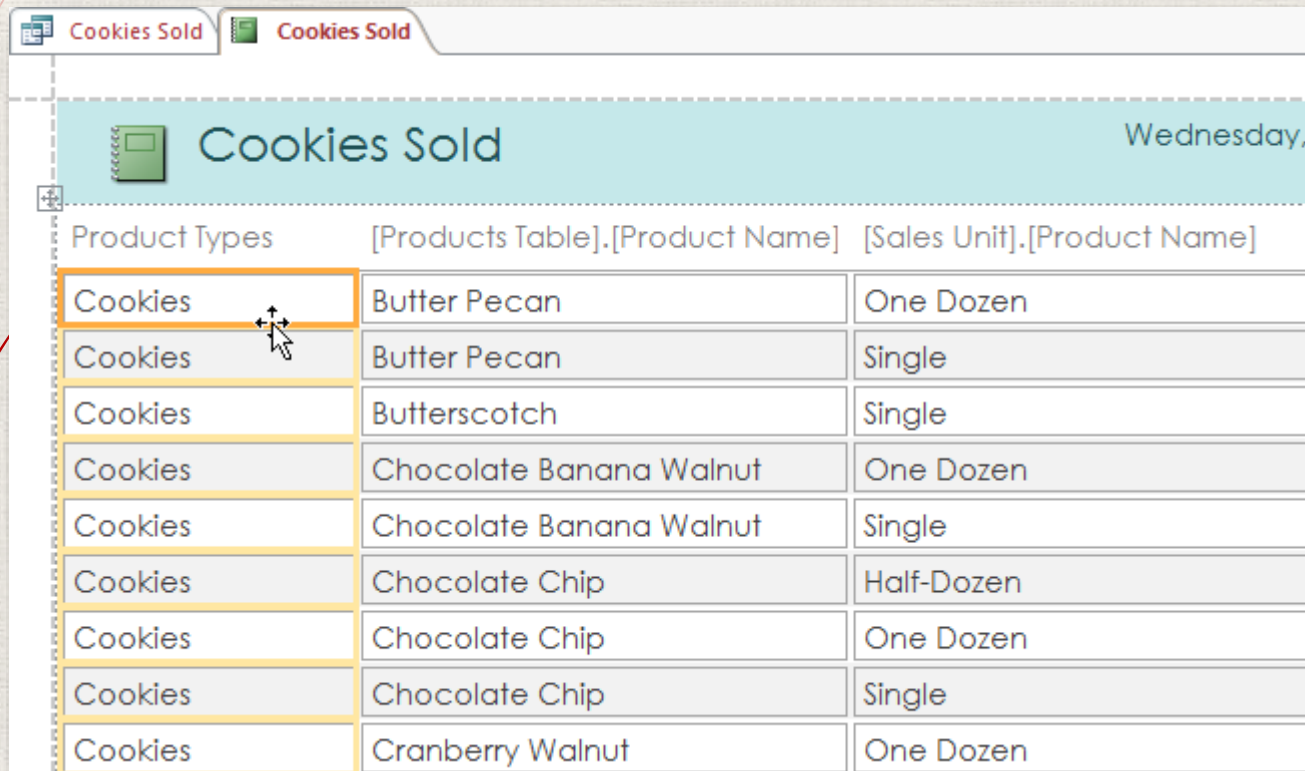
- ❖ Just like tables and queries, reports can be **sorted** and **filtered**. Simply **right-click** the field you want to sort or filter, then select the desired option from the menu.

Deleting fields in reports

- ▶ You might find that your report contains some fields you don't really need to view. For instance, our report contains the **Zip Code** field, which isn't necessary in a list of orders. Fortunately, you can **delete** fields in reports without affecting the table or query where you grabbed your data.

Deleting fields in reports

1. Click any cell in the field you want to delete, then press the **Delete** key on your keyboard.



The screenshot shows a report titled "Cookies Sold" with a table of data. The table has three columns: "Product Types", "[Products Table].[Product Name]", and "[Sales Unit].[Product Name]". The first row is highlighted in yellow, and a mouse cursor is pointing to the "Cookies" cell in the first column. The table contains the following data:

Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen
Cookies	Chocolate Chip	One Dozen
Cookies	Chocolate Chip	Single
Cookies	Cranberry Walnut	One Dozen

2. The field will be deleted.

Deleting fields in reports

- ❖ When you delete a field, be sure to delete its header as well. Simply select the header and press the **Delete** key.

The screenshot shows a report titled "Cookies Sold" with a table of data. The table has two columns: "Product Name" and "Sales Unit". The header row is "Product Types" and is highlighted with an orange box. A mouse cursor is pointing at the header. The data rows are:

Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
	Butter Pecan	One Dozen
	Butter Pecan	Single
	Butterscotch	Single
	Chocolate Banana Walnut	One Dozen
	Chocolate Banana Walnut	Single
	Chocolate Chip	Half-Dozen
	Chocolate Chip	One Dozen
	Chocolate Chip	Single
	Cranberry Walnut	One Dozen

Printing and saving reports in Print Preview

- ▶ While you can print reports using commands in **Backstage view**, you can also use **Print Preview**. Print Preview shows you how your report will appear on the printed page. It also allows you to **modify** the way your report is displayed, **print** it, and even **save** it as a different file type.

Printing and saving reports in Print Preview

320 Glenwood Place, Raleigh, NC 27601 | songbirdbakery@email.com | 919-555-1624

ion Pane			
Cakes	French Vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of vanilla.	\$22.00
	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!	\$22.00

- 1 Click the **Print** command to print your report.
- 2 With **page size** options, you can set the width of the margins in your report.
- 3 Here, you can change the **orientation** of your report. Select either **portrait** (tall) or **landscape** (wide). You can also create **columns** or click the **Page Setup** command for more layout options.

Printing and saving reports in Print Preview

The screenshot shows the Print Preview interface for a report titled "Bakery Menu Report". The ribbon includes options for printing, page size, margins, page layout, zoom, and export. The report content is as follows:

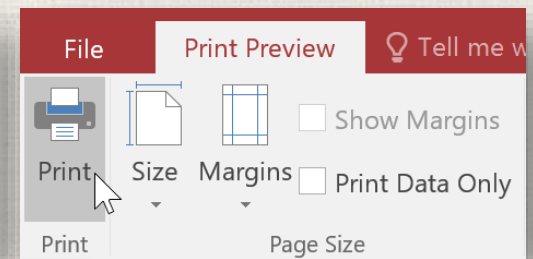
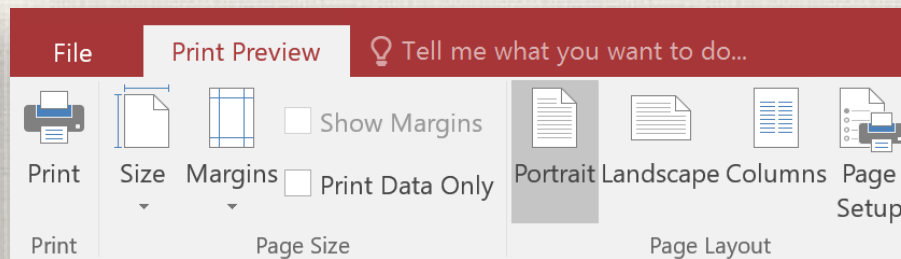
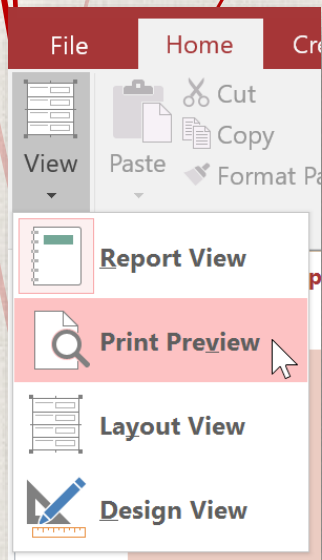
Bakery Menu Report			
320 Glenwood Place, Raleigh, NC 27601 songbirdbakery@email.com 919-555-1624			
ion Pane	Cakes	French Vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of vanilla.
		Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!
			\$22.00
			\$22.00

4 With **zoom** options, you can decide how much of the report you want to see on screen. You can also opt to view multiple pages at once.

5 **Export options** allow you to **save** your report in another format. This makes it possible to view your report in other programs.

Printing a report

1. From the **Home** tab, click the **View** command, then select **Print Preview** from the drop-down list. Your report will be shown as it will appear on the printed page.
2. If necessary, modify the **page size**, **margin width**, and **page orientation** using the related commands on the Ribbon.
3. Click the **Print** command.
4. The **Print** dialog box will appear. Set any desired print options, then click **OK**. The report will be printed.

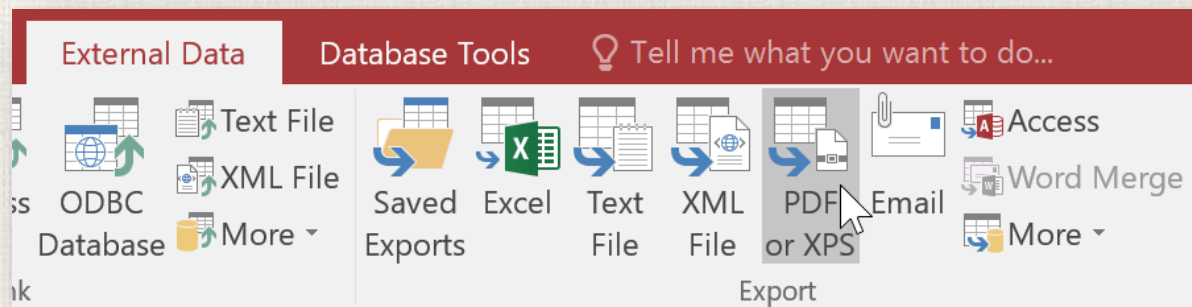


Saving reports

- ▶ You can save reports in other formats so they'll be viewable outside of Access. This is called **exporting** a file, and it allows you to view and even modify reports in other formats and programs.
- ▶ Access offers options to save your report as an **Excel file, text file, PDF, HTML document**, and more. Experiment with the different export options to find the one that best suits your needs.

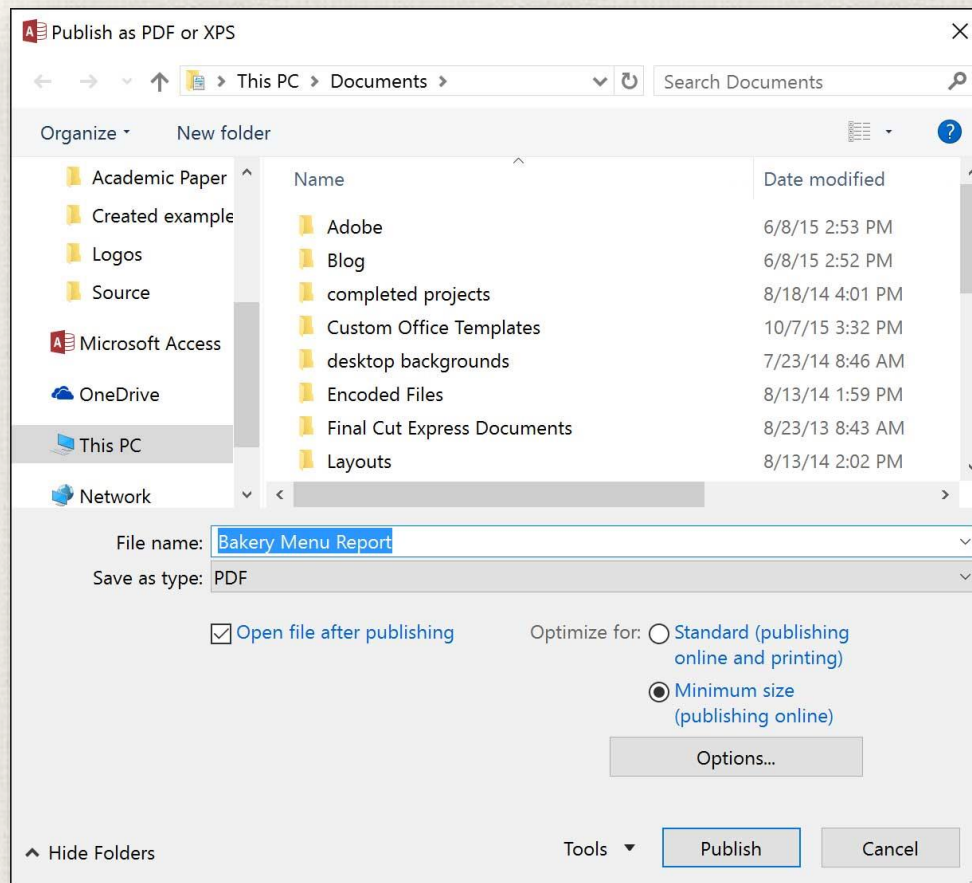
Exporting a report

1. From the **Home** tab, click the **View** command, then select **Print Preview** from the drop-down list.
2. Locate the **Data** group on the Ribbon.
3. Select one of the file type options, or click **More** to see options to save your report as a **Word** or **HTML** file.



Exporting a report

4. A dialog box will appear. Select the **location** where you want to save the report.
5. Enter a **file name** for the report, then click **Publish**.



Exporting a report

6. A dialog box will appear to notify you that your file has been successfully saved. Click **Close** to return to your report.
- ❖ Some export options will cause the **Export Wizard** to appear. Simply follow the instructions to export your report.

Export - Text File

Select the destination for the data you want to export

Specify the destination file name and format.

File name: \\psf\Home\Documents\Bakery Menu Report.txt

Browse...

Specify export options.

Export data with formatting and layout.
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.

Open the destination file after the export operation is complete.
Select this option to view the results of the export operation. This option is available only when you export formatted data.

Export only the selected records.
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

OK Cancel

Practice

- Open **practice database**.
- Open the **Customers Who Live Nearby** query, and use it to **create** a report.
- **Resize** the fields so all of the information is on the left side of the page break. Make sure the columns still have enough width to display all of the text.
- **Move** the page number so it is to the left of the page break.
- **Export** the report as a **PDF**.



THE END
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